February 2, 2004

To: Superintendents, Assistant Superintendents, Principals and District Data
            Managers

From: Mary Ann Snider, Director
            Office of Assessment and Accountability

Subject: Spring 2004 State Assessment Program Enrollment Roster Data Collection

Please review the enclosed materials regarding the required submission of Spring 2004
rosters and provide a copy of these materials to the individual who manages your
schools' enrollment data. The entire process of roster collection and submission has
changed from prior years so you need to follow the attached instructions closely. Rosters
must be accurate to ensure the correct reporting of assessment and accountability results.

Rosters for the Spring 2004 State Assessments should be produced on March 26, 2004,
for grades 4, 8 and 11 and on March 19 for grades 3, 5 and 7. If districts select the option
of assessing Health Education and/or Writing during the week of March 8, 2004, then the
roster "as of date" for grades 3, 5 and 7 would be March 12, 2004. Rosters for all other
grades may be collected on any of these dates.

Districts should **submit** and **sign off** the rosters on eRIDE (http://131.109.26.242/) by
April 2nd. Step-by-step instructions on how to submit, print and signoff the rosters will
be posted online. Please note that a copy of signed enrollment by grade summary form
needs to be faxed to 401-222-6667 as part of the sign off process.

We strongly recommend that districts provide the rosters to principals for their
verification and signature prior to signing off the rosters on eRIDE.

Spring 2004 Rhode Island State Assessment Program
Enrollment Roster Data Collection Overview

1.   All students who are <u>enrolled</u> in your school in grades 4, 8 and 11 <u>on March 26</u>, 2004, must be tested in both Mathematics and English Language Arts (ELA) and included in your roster submission. **Both tests must be administered to new students who enroll at any time within testing window (March 8 – March 26).**

2.   Similarly, all students who are enrolled in your school in grades 3, 5 and 7 <u>on March 12 or 19</u>, 2004, must be tested in R.I. Writing and Health Ed and included in your roster submission.

3.   Rosters for all other grades (K,1,2,6,9,10,12) may be produced on March 12, 19 or 26.

Grades	Test Subject	As of Date
4, 8, 11	ELA, Math	March 26th
3, 5, 7	R.I. Writing, Health Ed	March 12th or 19th corresponding to testing week selected by district
PK, K,1,2,6,9,10,12	Not Tested	March 12th, 19th, or 26th

4.   Students who enroll after the Friday of the scheduled week of testing are not to be tested and should not be included in the rosters.

5.   Students from your schools who attend **outplacement programs** or are home schooled <u>should not be included</u> in your enrollments. Students who are receiving **home instruction** <u>should be included</u>.

6.   District personnel are responsible for submitting rosters to RIDE using *eRIDE*.

7.   All students enrolled in all grades (PK-12) must be included. No student should be listed as "ungraded" on your records. Even schools whose grades are all below grade 3 should submit rosters.

8.   Sign-offs by principals and superintendents are required on the "Enrollment Roster Data Submission Summary Form". Total enrollment for each grade level at each school should also be reported on this form. Completed and signed forms should be faxed to (401) 222-6667.

9.   See attached for a list of data elements to be submitted for each student.

10.   When Harcourt returns the demographic file for grades 4, 8 and 11 to RIDE, you will be given one final opportunity to update this information on *eRIDE*. You will have a very limited time (the week of May 10th) to do this and I encourage you to plan ahead and reserve the time and resources to accomplish this task. After that, we will embark on 2004 School Performance and Classifications under NCLB.

11.   Please contact the Assessment Office 222-4600, ext. 2101 if you have any questions.

RHODE ISLAND DEPARTMENT OF EDUCATION
STATE ASSESSMENT DEMOGRAPHIC INFORMATION

DATA ELEMENTS

FIELD DESCRIPTION	FIELD NAME	FIELD TYPE	LENGTH
LOCALLY ASSIGNED STUDENT ID	LASID	TEXT	16
DISTRICT CODE **(see Schools Directory on eRide)**	DISTCODE	TEXT	2
SCHOOL CODE **(see Schools Directory on eRide)**	SCHCODE	TEXT	5
STUDENT GRADE **(see Attached Grade Table)**	GRADE	TEXT	2
STUDENT LAST NAME	LASTNAME	TEXT	30
STUDENT FIRST NAME	FIRSTNAME	TEXT	30
STUDENT MIDDLE INITIAL	MI	TEXT	1
STUDENT GENDER **(see Attached Gender Table)**	SEX	TEXT (M/F)	1
STUDENT DATE OF BIRTH (e.g., 01/04/94 or 01/04/1994)	DOB	DATE	
STUDENT RACE **(see Attached Race Table)**	RACE	TEXT	1
STATE ASSIGNED STUDENT ID	SASID	TEXT	10

eRIDE: http://131.109.26.242/ from outside RIDE; http://192.168.3.6/ from within RIDE.

GRADE TABLE

ITEM VALUE	VALUE NAME
KF	KG Full Day
KG	KG 1/2 Day
PF	Pre-K Full Day
PK	Pre-K 1/2 Day
01	1st Grade
02	2nd Grade
03	3rd Grade
04	4th Grade
05	5th Grade
06	6th Grade
07	7th Grade
08	8th Grade
09	9th Grade
10	10th Grade
11	11th Grade
12	12th Grade

GENDER TABLE

ITEM VALUE	VALUE NAME
F	Female
M	Male

RACE TABLE

ITEM VALUE	VALUE NAME	
A	Native American	A person having origins in any of the original peoples of North America. This category includes American Indians, Eskimos and Aleuts.
B	Asian (Pacific Islander)	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Pacific Islands. This includes, for example, China, Japan, Korea, The Philippine Islands and Samoa.
C	Black (Not Hispanic)	A person having origins in any of the Black Racial Groups. Do not include persons of Hispanic origins.
D	Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
E	White (Not Hispanic)	A person having origins in any of the original peoples of Europe, North Africa, The Middle East or the Indian Sub-Continent.